

Excelsior Springs School District #40
Request for Quote
Lenovo Desktop Computers

Excelsior Springs School District #40 is seeking quotes for Lenovo **ThinkCentre neo 50s** desktop computers. This proposal is seeking quotes for desktop computers for district students and staff for the 2023-24 school year.

The quote submission deadline will be 2:00 p.m. Thursday, June 29th, 2023. Quotes received after that time and date will not be opened and read for consideration for this invitation.

This Request for Quotes represents the requirements for an open and competitive process.

Quotes will be accepted until **2:00 p.m. Central Standard Time, June 29th, 2023.**

Submit quotes to:

Jon Coleman
Director of Technology
300 Broadway
Excelsior Springs, MO 64024
jcoleman@ga.essd40.com

Submit quotes by mail must be in a sealed package plainly marked
“ESSD Desktop Computers”

Bidders during the RFQ process and the winning vendor will direct any questions in writing to:

Jon Coleman
300 Broadway
Excelsior Springs, MO 64024
jcoleman@ga.essd40.com

Questions received after the deadline will not receive a response. Questions and responses will be posted on the district's website on the Excelsior Springs School District website: ESSD40.com > District Information.

The Board reserves the right to reject any and all bids and to waive any informality in a bid if that action is in the best financial interests of the Board. The Quote Award shall be made on the basis of the lowest bid price or the lowest evaluated bid price for the device selected by the district.

Section 1 - Specifications

Quantity	Description
50	Lenovo ThinkCentre neo 50S, Core i5 processor, 256 GB SSD, 8GB RAM, Windows 10 w/ additional graphics card for multiple display connections.

Section 2 -Deliveries

Alternate models will be considered as long as the below requirements are met.

All deliveries must include:

- Core i5 processor
- 256 SSD
- Minimum of 8 GB RAM
- Windows 10, 64 bit operating system
- The ability to connect multiple displays
- Three-year manufacture warranty

Section 3 – Warranties

Three-year manufacture warranty

Section 4 - Basic Selection

This proposal is seeking the best option for the district. While the lowest price of services is a major factor in bid evaluation, other factors such as: Meet the Needs of the District, service history, product availability and references for services offered will be factored into the final decision to award.

- The Excelsior Springs School District reserves the right to reject any or all RFQ's for irregularities, informalities, or technicalities which are in the best interest of the District. The Excelsior Springs School District also reserves the right to waive any or all RFQ's for irregularities, informalities or technicalities which are in the best interest of the District.
- Vendors may withdraw their RFQ prior to the stated time of opening, but may not be withdrawn for a period of thirty days thereafter unless required by law.

- The Excelsior Springs School District reserves the right to accept any offer in part or in whole, to request a new RFQ, or to award any of the items specified herein as it deems to be in its best interest of the school district. By quoting, the vendor specifically agrees that the decision of the Excelsior Springs School District is final and binding.
- The Excelsior Springs School District reserves the right to be the sole determining party as to which vendor is awarded this project. The Excelsior Springs School District will select the lowest and best proposal that will fulfill requirements set forth by this RFQ. Prices quoted shall be guaranteed for a period of ninety (90) days after the closing date of the proposal.
- Should the vendor take exception to any terms, conditions, or specifications stated herein, such exception must be so stated in writing on company letterhead and submitted prior to the RFQ opening.
- Written exceptions may or may not be honored by the Excelsior Springs School District. By quoting this proposal, the vendor agrees to all the contents of this RFQ.
- Failure to deliver as guaranteed, or any other material breach or default by the awarded vendor, may result in the disqualification of the vendor from future RFQ's. In the case of default by the awarded vendor, the Excelsior Springs School District will procure from the second-ranked vendor, and hold the first vendor responsible for any excess cost associated therein.
- Vendors are expected to utilize Jon Coleman as the sole representative for ALL information regarding this RFQ. Vendors who contact any other District employee or representative without the approval of Jon Coleman are subject to disqualification from this RFQ.

Section 5 - Response Timeline

Event	Date
Last date for questions	June 26th, 2023, at 3:00 p.m. CST
Quotes due	June 29th, 2023, at 10:00 a.m. CST
Selection decision	July 11th, 2023

Section 6 – Quote Responses

Quotes shall be submitted in one of the following manners by the due date:

- a. sealed in an envelope with “ESSD Desktop Computers” clearly marked on the front of the envelope. Excelsior Springs School District assumes no responsibility for the delivery of mail via U.S. Post Office or other means.
- b. emailed to Jon Coleman at jcoleman@ga.essd40.com with “ESSD Desktop Computers” clearly stated in the subject line.

The provider is responsible for ensuring bids are received by the district no later than the appointed date and hour. Late bids will not be considered and will be returned unopened to the bidder.

Excelsior Springs School District #40 reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.